



STATE OF MARYLAND

DHMH

Office of Health Services
Medical Care Programs

Maryland Department of Health and Mental Hygiene
201 W. Preston Street • Baltimore, Maryland 21201

Robert L. Ehrlich, Jr., Governor – Michael S. Steele, Lt. Governor – Nelson J. Sabatini, Secretary

To: Private Duty Nursing Providers
Model Waiver Providers

From: Nancy Cutair *Nancy Cutair*
Division of Nursing Services

Re: Health Information Portability and Accountability Act (HIPAA)
Implementation Information

Date: July 30, 2004

As you are aware, Maryland Medicaid implemented Health Information Portability and Accountability Act (HIPAA) requirements related to the provision of private duty nursing and shift home health aide services effective January 3, 2004. Since that time, the staff of the Division of Nursing Services (DONS) has worked with members of your staff to educate them regarding HIPAA requirements and to assist them in the resolution of issues resulting from the HIPAA implementation process.

Despite these efforts, however, one HIPAA related area remained incomplete. Specifically, the provision of written billing instructions to assist providers in their preparation of the CMS 1500 form used to bill Medicaid for the provision of private duty nursing and shift home health aide services remained outstanding. I am happy to note that we have completed the revision of billing instructions for the completion of paper claims and have attached a copy for your use and reference. Attached please find the billing instructions, a list of Maryland Medicaid value descriptions, a copy of the CMS 1500 form, a page illustrating the most common provider billing errors and a chart reflecting the HIPAA compliant procedure codes for billing the private duty nursing and shift home health aide services.

Please remember that if you plan to submit electronic claims to Medicaid, either directly or through a billing service, you must submit to the Medicaid Program a signed Submitter Identification Form and Trading Partner Agreement as well as complete testing

prior to such billings. Information related to the electronic submission of claims to Medicaid may be obtained by contacting hipaaeditest@dhmh.state.md.us.

Thank you for your patience and cooperation while we worked on this project. If you have any questions, please do not hesitate to call the DONS' staff at (410) 767-1448.

Attachments

**Cc: Samuel Colgain, III
Kimberly Folkes
Charlotte Krueger
Leslie Lyles
Mary Beth Pohl
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